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LOGISTICS SERVICES DIVISION  
WEEKLY REPORT  
PERIOD ENDING 2 FEBRUARY 1983

I. Progress Report on Tasks Assigned by the DCI/DDCI:

No items this reporting period.

II. Items/Events of Major Interest:

1. Vehicle Armoring: Motor Pool armorers completed the

25X1

[redacted] an Oldsmobile Cutlass

and an Oldsmobile Delta 88. Both cars were inspected and  
approved by the Office of Security and the cars were delivered to  
25X1 [redacted] on 31 January 1983. [redacted]

2. Servicing of Vehicles: During the past week, Motor Pool  
personnel serviced 35 vehicles; performed wrecker service on 16  
POV's, 2 GSA vehicles, 11 Government vehicles; and washed 17 cars  
25X1 and buses. [redacted]

3. Broyhill Building: During last month's power outage at  
the Broyhill Building several electrical deficiencies were dis-  
covered, namely: the first floor emergency lights did not work;  
the lack of emergency lighting in the elevators did not allow  
personnel to use the emergency telephone; and the fire alarms  
could not be activated during the power failure. These defi-  
ciencies will be corrected by the building management within the  
25X1 next month. Melvin Harder, from GSA, will oversee the repairs. [redacted]

25X1 4. [redacted] Painting of all public areas has begun  
25X1 throughout [redacted]

5. Elevator Replacement at CHB: Work began this past week  
25X1 to replace the two existing elevators at [redacted]  
25X1 [redacted]

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6. WANG Word Processors: Two WANG Word Processors were

25X1 installed [redacted]

7. Relocation of DCI/OEEO: Drawings have been completed for  
the relocation of the Office of Equal Employment from the Head-  
quarters Building [redacted]

8. ODP Renovations: The Data Base Control Center will re-  
locate from Room 5D55 to Room GG2202 Headquarters Building.

25X1 Drawings for the renovations are complete. [redacted]

9. OF/CSAD Relocation: OF/CSAD will relocate [redacted] to  
[redacted] Building. Drawings have been completed and delivered to 25X1  
the Property Manager of [redacted] Building for a bid of construction. [redacted] 25X1

10. Special Courier Run: At 6:00 a.m., 28 January 1983, two  
Mail and Courier Branch staff couriers provided special courier  
service from Headquarters [redacted] The  
bulk volume of mail going on this run necessitated the use of a  
station wagon for this assignment. The couriers returned at  
8:00 p.m. [redacted]

11. Furniture Deliveries: Two weeks ago Building Services  
Branch began handling all furniture deliveries, pick-ups, storage,  
and receiving at all outlying buildings. This program is now in  
full swing and working very well. Liaison with customers, prior  
25X1 to delivery, has been quite effective in scheduling deliveries. [redacted]

12. Safe Inventory: An inventory of safes is being performed  
by the Agency RMO's. A deadline of 15 February 1983 was set and  
to date, nine of the forty-one RMO's have forwarded their in-  
ventories. These will be input to the system as they are received. [redacted]

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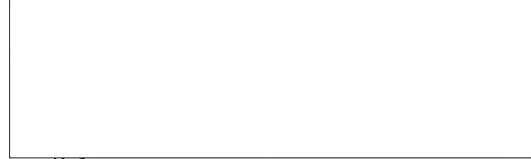
25X1

13. Carpet Installation: On 26 and 29 January 1983, 392 square yards of carpet was removed and new carpet installed in Supply Management Branch, Supply Division.

III. Significant Events Anticipated During the Coming Week:

No items this reporting period.

25X1

  
Chief  
Logistics Services Division

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